

Texas Historical Commission

Job Vacancy Notice

Position Title:	Educator/Interpreter
Classification Title:	Program Specialist II
Job Posting Number:	18-1600-23
Salary:	\$3,294.00 - \$3,544.00/Monthly
Salary Group/Class#:	B18/1571
FLSA:	Exempt
Opening Date:	09/28/2017
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	San Felipe de Austin State Historic Site, 220 2 nd Street, San Felipe, TX

Under the supervision of the Site Manager, this position performs moderately complex consultative services and technical assistance work for the San Felipe de Austin State Historic Site of the Texas Historical Commission (THC). Work involves planning, developing, and implementing a full range of interpretive, educational, and outreach programs and events based on the site's interpretive plan and intended to promote the site's history, increase visitation, and encourage stakeholder participation. This position will oversee volunteer recruitment and training, and assist with the scheduling of volunteers. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

This position will contribute to planning and evaluation related to overall museum operations including, but not limited to: public programming development and implementation, creation and distribution of online content and social media, retail product development, and budgeting and allocation of limited resources to accomplish site goals. In addition, the Educator/Interpreter may occasionally serve as the manager-on-duty, responsible for daily operations at the San Felipe de Austin SHS and museum.

ESSENTIAL DUTIES

1. Implement interpretive programs at the site.
2. Assess and modify existing programs and events as required.
3. Research, develop and deliver new interpretive programs.
4. Perform research related to the site's collections, exhibits, and cultural/natural resources as needed.
5. Monitor and review programs for policy compliance and adherence to site goals.
6. Oversee volunteer recruitment, training, and retention.
7. Assist with scheduling volunteers across all departments.
8. Prepare reports and maintain records, particularly regarding site programming.
9. Conduct outreach programs both on and off-site for diverse audiences.
10. Write articles for newspapers, newsletters and publications, print or electronic, for all audiences.
11. Speak to public and private groups to promote interest in the site and museum.
12. Use social media and new media as interpretive tools.
13. Assist in site marketing efforts by creating advertisements, print materials, and website/social media posts to promote programs and special events.
14. May train others.
15. Adhere to established work schedule with regular attendance.

16. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES

Other duties as assigned related to site operations, including but not limited to: daily operations, cash-handling/end-of-day processing, opening/closing procedures for museum, assignment of paid/unpaid staff related to daily operations.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in history, public history, museum studies or closely related field.
- Minimum one year work experience in at least two of the following areas: (1) cultural resource interpretation at a historic site, museum, or similar facility; (2) researching, developing, and implementing public interpretive programs or events; (3) researching and writing for publication in a related field listed above.
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 15% of the work period.

PREFER

- Master's degree in history, public history, museum studies or closely related field.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Texas and U.S. history;
- Knowledge of local/regional history and history of the Mexican Texas era;
- Knowledge of current methods and strategies of interpretation;
- Knowledge of fundamentals of cultural resource management;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in conducting and documenting historical research;
- Skill in public speaking, planned or extemporaneous, in front of diverse audiences;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to conduct multiple programs in a day's time, with long periods of standing and walking;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and complete a Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. The educator generally works a Tuesday through Saturday schedule; however, this employee often works holidays and irregular hours other than 8:00 a.m. to 5:00 p.m. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying

items weighing up to 30 pounds. Must be able work extended periods at a computer. Occasional travel with an overnight stay.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER